

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **August 20, 2020** at **5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI.

PRESENT: JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, DAVID RUNNING, JAYME SELLEN, and JOHN VANDER LEEST. MARISSA MELI and KATHY PLETCHER attended via phone.

EXCUSED:

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler (staff).

CALL TO ORDER President Van Dyck called the meeting to order at 5:18 p.m.

APPROVE/MODIFY AGENDA AND MINUTES **Motion** by Vander Leest, seconded by Anderson, to approve the agenda. **Motion** by Vander Leest, seconded by Running, to approve the July 16 and 22 minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY'S PHASED REOPENING Sugden reported that the library remains in Chapter 3 of the reopening plan that includes computer use by appointment, intentional browsing, borrowing and checkout. The Denmark Branch remains closed. Contactless pickup still going on but the volume has decreased significantly. A plan to use the Denmark Village Hall as a pickup location for the Denmark Branch is being worked on. Staff continues to maintain patron safety while providing service. Staff is anticipating changes in service once school resumes. The staff has been great.

REVIEW AND APPROVAL OF REVISED EMPLOYEE LEAVE B POLICY This policy was updated to reflect the language that Human Resources use. **Motion** by Vander Leest, seconded by Running, to approve the revised Employee Leave B policy. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING LAYOUT FOR LOWER LEVEL ANNEX AT CENTRAL LIBRARY Van Dyck presented a cost analysis done by Facilities and DoTS including a rendering of the layout. A good portion of the estimate is for IT related items. He would like approval to send to the County Board for consideration. This consent does not mean it will be approved. Rather, it shows a commitment of the Library Board to allocate funds to make this project happen. If the County Board approves, it would have to go through the RFP process for accurate/real numbers and would still need Library Board approval. The impetus for this design is the end of lease the County has with Green Bay City Hall. There was a desire to find an alternate venue. And, the city's new technology system is not compatible with the County's. There was interest among the County Board in finding their own place. The money for this project would come from tax dollars allocated to library. This would be a multi-purpose room that could be utilized by the library for programs and training; DoTs training center; and as a publicly rented meeting space. It does have some revenue-generating potential. An initial commitment up to \$500,000 is desired. Pletcher asked if furniture layout was flexible. That is the intent but some will be fixed because cable and wiring will have to be run. Pletcher thinks it is a good idea to bring forward. Aubinger asked why the Board has to approve it if the building is a county-owned building. The operation of the library and facilities falls under the direction of the Library Board per state statute.

Motion by Running, seconded by Sellen, to approve proposal in concept, up to \$500,000 but ask the County Board if there are options to find money to designate towards technology or other soft costs. Or, suggest a 50/50 split.

Discussion took place. Vander Leest would like to see the County be a 50-50 partner in this project and have the sales tax revenue saved for library improvements. The \$20M is designated for the library. Running suggested that agreeing to this could position the library well for future funding. Anderson's first reaction was cautionary. He knows were going to put money into Central but there is not yet a strategic vision for Central. He asked would this be done at the expense of other possible renovations that have not yet been considered for Central. Van Dyck is of the opinion that something needs to be done at Central and this would be a step forward. The library staff wants to be at the table on decision-making. The library could lead the project to keep control. Aubinger supports having the county pay more. **Motion carried.**

DISCUSSION AND APPROVAL OF LIBRARY BUSINESS **FINANCIAL MANAGER UPDATE**

Chosa reported that, although not a major part of the budget, fines and fees revenue is down but are starting to trickle back in. A surplus in Personnel will help cover the gap. Chosa is projecting that the library will be under budget at year-end. July was a quiet month for donations.

In response to the question if the percentage of indirect costs in the budget increased more than other departments, Chosa replied that they stayed the same. A total of \$27,000 COVID expenses were submitted for reimbursement. She is hoping for full reimbursement. **Motion** by Vander Leest, seconded by Anderson, to receive and place on file. **Motion carried.**

FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS

July 2020 donation report follows:

Brown County Library
Gifts, Grants & Donations Report
July 2020

Gifts & Donations

07/02/20	M. Zaborski	\$ 1,000.00	General Needs
07/13/20	K. LaCombe	50.00	General Needs
07/17/20	E. Meyer	100.00	WH CL Dept
07/13/20	S. DeLorme	20.00	General Needs
07/22/20	M. Ford & P Scanlan	25.00	Memorial B. Olejniczak
Total		\$ 1,195.00	

Donation Box

	Month	YTD
07/01/20 Ashwaubenon	\$ -	\$ 88.00
07/01/20 Bookmobile	-	8.10
07/01/20 Central Children's	-	86.14
07/01/20 East	-	128.82
07/01/20 Denmark	-	-
07/01/20 Kress	-	130.03
07/01/20 Pulaski	-	33.32
07/01/20 Southwest	-	22.22
07/01/20 Weyers/Hilliard	-	214.95
07/01/20 Wrightstown	-	7.66
Total	\$ -	\$ 719.24

Federal & State Grants

7/29/2020 Nicolet Federated Library System	\$ 5,500.00	Collection 3 of 4
Total	\$ 5,500.00	

FACILITIES UPDATE Beyler reported that much time is being spent on space planning for staff and moving staff. Recently, all the overgrown bushes at Central were removed. He continues to train and re-train staff on sanitizing practices. A Disinfecting Frequency Checklist was created to keep all protocols scheduled and tracked. He continues to keep close watch over the inventory of cleaning supplies.

PERSONNEL UPDATE Rogers reported that new employee training procedures are in place as onboarding in COVID will be different. The performance planning process recently launched. New this year are system-wide performance goals for staff focusing on customer service. New hires include Anna Hartshorn as a Youth Services Librarian at Weyers-Hilliard; Heidi Benjamin as a Library Associate at Kress; and Catherine Hinkle as Mailroom Clerk at the Central Library. Currently hiring a Technical Services Clerk and Circulation Manager. Two clerks left the system - Katie Eigenfeld left Kress and Wanda Fargo retired from Central after 13 years. Anderson suggested a universal retirement party for those who left during COVID-19.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman shared the final results of the online Summer Reading Challenge and commended staff for their flexibility and adaptability in conducting the library's first-ever online summer reading program. She distributed the structure for fall virtual programming and explained and discussed the virtual programming buckets. Supporting schools in curriculum and technology was also discussed. The arrival and soon-to-be circulating hotspots and Chromebooks should help ease barriers to online access.

PRESIDENT'S REPORT No report other than there is an opening on the library board and he would like to see the word get out to minority groups.

LIBRARY DIRECTOR'S REPORT Sugden talked about spreading out the Central staff spaces to provide adequate distancing since this has and will continue to be an issue. The current plan is to move Administration and Technical Services to the 3rd floor as a temporary measure until a bigger plan is figured out. Al Hughes, safety officer, has returned to work after service in National Guard. Running

asked when Hoopla will be available – soon! **Motion** by Vander Leest, seconded by Anderson, to receive and place on file. **Motion carried.**

OPEN SESSION: DISCUSSION AND POSSIBLE MOTION TO CONVENE IN CLOSED SESSION **Motion** by Anderson, seconded by Running, to move into closed session at 6:22 p.m. Roll call vote: Aye: Anderson, Aubinger, Running, Sellen, Vander Leest, and Van Dyck. Nay: None. **Motion carried.**

Pletcher and Meli left the meeting at 6:22 pm

Vander Leest left the meeting at 6:37 pm

CLOSED SESSION pursuant to Wis. Stats. Sec. 19.85(1), the Brown County Library Board shall convene into closed session for the following two purposes: A) pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility - evaluation of the agreement/partnership and service levels at the Denmark and Wrightstown Branches; and B) pursuant to Wis. Stat. § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – East Branch.

RECONVENE IN OPEN SESSION: Reconvene into open session for possible voting and/or other action with respect to either or both of the two closed session items mentioned above.

Motion by Anderson, seconded by Running, to return to open session at 8:00 p.m. Roll call vote: Aye: Anderson, Aubinger, Running, Sellen, and Van Dyck. Nay: None. **Motion carried.**

The September meeting agenda will include discussion and possible action on the service levels at the Denmark and Wrightstown Branches.

OTHER BUSINESS

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT **Motion** by Anderson, seconded by Running, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 8:01 pm.

NEXT REGULAR MEETING:

Central Library
September 17, 2020
5:15 p.m.

Respectfully submitted,

Sue Lagerman
Recording Secretary